

UNCLASSIFIED
CLASSIFICATION

Approved For Release 2005/08/22 : CIA-RDP87-01130R000100100025-2

TO: Executive Secretary Suggestion and Achievement
Awards Committee

SUGGESTION NO.

52-252

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy. SEE REVERSE SIDE, THIRD COPY FOR ADDED GUIDANCE.

1. ACTION RECOMMENDED

☒ ADOPT

DATE
IMPLEMENTED

☐ DECLINE

☐ OTHER (Specify)

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

STAT The Fine Arts Commission (FAC) agrees with the suggester's proposal to place signs on chutes that may be locked. However, all violations occurred on the first floor and blockage forcing chutes to be locked does not normally go to higher floors without the Building Services Branch, LSD/OL automatically posting signs of instructions. Therefore, the FAC believes that signs on chute doors (rather than above them) should be placed on the ground, first, and second floors of Headquarters as well as at the one location in Ames [redacted]

Logistics Services Division has agreed to expedite the manufacture and installation of appropriate signs similar to those suggested.

3. TANGIBLE FIRST-YEAR SAVINGS (Hours, salary costs and rates, material, equipment, etc. saved.) (Attach a separate sheet if necessary.)

None.

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy) (Specify "Value of Benefit" and "Extent of Application", explaining reasons to justify your appraisal).

Moderate benefit; extended application.

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

See above comments.

STAT

DATE

SIGNATURE OF EVALUATOR (Type name and title)

Bruce T. Johnson Chairman, Fine Arts Commission

DA

CONCURRENCE OF DIRECTORATE COMMITTEE MEMBER OR PROGRAM COORDINATOR

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TANGIBLE AWARDS SCALE

A cash award shall be made to an individual who exceeds job requirements and results in tangible benefits having a value of \$250 or more. The amount of such award shall be not less than \$25 and shall normally be based on a reasonable estimate of net monetary benefits for the first full year of operation following the contribution. The amount of the award is determined in accordance with the table and other provisions of this section, unless for special reasons the head of the agency determines that a different amount is justified; if so, reasons must be documented in support of the action taken.

Tangible Benefits
\$250-\$5,000
\$5,001-\$100,000
Over \$100,000

Amount of Award
10%
\$500 plus 3% of
excess over \$5,000
\$3,350 plus 1% of excess over
\$100,000 (maximum of \$25,000)

INTANGIBLE BENEFITS GUIDE

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
	AFFECTS FUNCTIONS, MISSION OR PERSONNEL OF:			
	One office or installation; or a small area of science and technology.	Several offices or installations; or an important area of science and technology.	An entire area or Directorate. May be applicable to all of an independent agency or a large bureau.	Several areas or Directorates, or an entire department, or large independent agency, or in the public interest throughout the nation or beyond.
MODERATE. Modification of an operating principle or procedure; an improvement of rather limited value	\$25-50	\$50-100	\$100-200	\$200-400
SUBSTANTIAL. Substantial modification of an operating principle or procedure; an important improvement.	\$50-100	\$100-200	\$200-400	\$400-1000
HIGH. Complete revision of a basic principle or procedure; a highly significant improvement.	\$100-200	\$200-400	\$400-1000	\$1000-2500
EXCEPTIONAL. Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$200-400	\$400-1000	\$1000-2500	\$2500-25000
APPROPRIATE NONFINANCIAL RECOGNITION MAY BE GRANTED FOR IMPROVEMENTS OR IDEAS WHICH DO NOT MEET THE STANDARD FOR CASH AWARDS.				

GOOD EVALUATIONS ESTABLISH CREDIBILITY

- Treat each suggestion as important—it is to both the suggester and management!
- Be prompt in responding; use an interim report to the suggester if necessary.
- Approach suggestions with a positive attitude. If the entire suggestion cannot be adopted consider whether it may be adopted in part or modified. (In these instances, the suggester may be entitled to an award based on the extent of influence the suggestion contributed to management's action.) Be certain the reasons for the action are understood. If you cannot adopt a suggestion, do not dwell on or overemphasize its disadvantages.
- Write answers that YOU would be willing to accept. Avoid a cold, impersonal or superior tone.
- Keep your evaluation short. Do not write 300 words if 50 will do the job, and do not overwhelm the reader with detail.
- Write the answer with the suggester in mind. Use language that the suggester will understand. (A responsive answer often eliminates requests for reconsideration.)
- Start your evaluation with a brief summary of the suggestion so that the suggester knows you understood the proposal. Follow with reasons for decision and conclude with an expression of appreciation for participation in the program.
- Avoid words or statements that might "turn off" suggesters, such as: "Scheme" "Impractical" "Gadget" "Reject" "Unoriginal."
- Consider the legal aspects of your response. Remember that laws and regulations can be changed. The fact that a current law or regulation does not permit a suggestion does not mean it is not a good idea.

YOU ARE AN IMPORTANT PART OF THE SUGGESTION PROGRAM—IT ONLY WORKS AS WELL AS YOU DO!

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1D-70 HEADQUARTERS

EXTENSION

NO.

82-252

DATE

28 October 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Bruce Johnson 2 NOV 1982
2D-00 Hqs Bldg

For Fine Arts Committee
comments, please. We have
attached OS's comments for your
information.

2.

5 NOV 1982

6.

7.

8.

9.

10.

11.

12.

13. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE

14. 1D 70 HEADQUARTERS

15.

TITLE OR SUBJECT OF SUGGESTION		SUGGESTION NO.
Warning Signs for Classified Trash Chutes for Ames and Headquarters Buildings.		82-252
PRESENT METHOD		
<p>Recently, at both the Ames and Headquarters Building there have been several incidents involving people who have left classified trash bags unattended outside of locked trash chutes. In the investigations of these violations, it has been learned that the reason or excuse has been lack of knowledge of standard operating procedure. People, upon finding the chutes locked, don't know what to do, so they have left the bags at the chutes assuming that whoever unlocks the chutes will dispose of the bags into the chutes. (See attached violation reports.)</p>		
I SUGGEST		
<p>In order to prevent further incidents (and violations) I suggest that signs be posted above each chute in Ames and Headquarters Buildings warning employees not to leave burn bags unsecured at locked chutes. For example: WARNING: DO NOT Leave Classified Trash Unsecured If Chute Is Locked. Or: WARNING: If Chute Is Locked, Call Building Services Branch, DO NOT LEAVE BURN BAGS UNSECURED.</p>		
ADVANTAGES		
<p>First, there will be fewer security violations. Second, cost factor: At GS 11 pay rate, the investigations of these types of violations in the last two months is well over \$300.00 (25 hours at \$12.00/hour). Third, and most importantly, there will be fewer possibilities of compromise of classified material.</p>		
FORM 244 (3/76)		BY
<input type="checkbox"/> SECRET	<input checked="" type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> ADMINISTRATIVE INTERNAL USE ONLY
		<input type="checkbox"/> UNCLASSIFIED (47)